

### EDUCATIONAL ASSISTANCE APPLICATION PROCESS:

- This process is for work/career-related programs.
- Please read Educational Assistance Policy, D6001 and Procedures for details on reimbursement calculations prior to completing this form.
- Employees should not register for programs before receiving signed approval from their Dean, Senior Leader, or designate (Section 3).
- Upon successful completion of the program, employees should submit official documentation that confirms program completion and original receipts for pre-approved expenses to the Human Resources Department for final approval (Section 4).
- Once authorized by Human Resources, expense reimbursements will be paid out by Accounts Payable.

## Section 1: Employee Information

<input type="checkbox"/> Administrator <input type="checkbox"/> BCNU <input type="checkbox"/> CUPE <input type="checkbox"/> LFA <input type="checkbox"/> Other		Office Phone Number	Home/Cell Phone Number
Employee ID Number	Last Name	First Name	
Department		Title	

## Section 2: Employee Request for Expense Reimbursement

I request approval to register for the following program (*attach program description with course outlines*):

Program Name	Offered By
Program Type: <input type="checkbox"/> Diploma / Certificate <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate <input type="checkbox"/> Other: _____	
Program Start Date	Expected Program Completion Date
Purpose for attending: ( <i>state relevance to current duties and responsibilities or career aspirations within the College</i> )	
Expenses: ( <i>provide estimates as applicable</i> )	
Tuition:	\$ _____
Registration Fees:	\$ _____
Books:	\$ _____
Instructional Materials:	\$ _____
Accommodation:	\$ _____
Travel/Transportation:	\$ _____
Meals:	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>
<b>Service Commitment:</b> I understand and acknowledge that I am required to work at the College for one year when approved costs are between \$10,000 and \$24,999 and for two years when approved costs are over \$25,000, and that the Service Commitment period will start immediately following program completion. If I fail to meet the Service Commitment, I will be held responsible for fully reimbursing the College for all non-salary related education costs.	
Employee Signature	Date
Department Chair / Immediate Supervisor Signature	Date

### Section 3: Dean, Senior Leader, or Designate Approval

I authorize that this program is related to the employee's particular duties, responsibilities or career aspirations within the College. I recommend that the Human Resources Department reimburse the employee according to the Educational Assistance Policy, D6001.

Dean, Senior Leader, or designate (Print Name)	Signature	Date

### Section 4: Vice-President Approval

Vice-President (Print Name)	Signature	Date

Note: Employee to retain form once approved.

### Section 5: Employee - to Human Resources

I have received approval from my Dean, Senior Leader, or his/her designate to receive reimbursement for the program stated in Section 2. I have completed the program, and have attached a copy of official documentation that confirms satisfactory program completion and original receipts for pre-approved expenses.

Employee Signature	Date

### Section 6: Human Resources Budget Approval - to Accounts Payable

I authorize reimbursement for the program stated in Section 2, up to the maximum amount stated in the Educational Assistance Policy, D6001. The corresponding documents verifying payment and satisfactory completion have been received and approved by the Human Resources Department.

Vice-President, People Services (Print Name)	Index	Signature	Date

#### EDUCATIONAL ASSISTANCE POLICY:

- This form is to be used for programs taken at Langara College or other institutions.
- To apply for a tuition fee waiver for an individual course offered by an institution other than Langara College, use the *Request for Tuition Fee Reimbursement Form*.
- Educational Assistance is for programs that are related to an employee's particular duties, responsibilities or career aspirations within the College.
- The College reserves the right to limit the number of expense reimbursements per employee, per semester.
- Employees are eligible for educational assistance to a maximum of \$50,000 over the span of their employment with the College.